

Management System: Real Property Management

Subject Area Description: Acquisition of Real Property

Policy: Local Facility Office Policy

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Issue Date: 10/21/15

Revision: 0

1.0 Purpose

The purpose of this Facility Office Policy is to provide staff with an understanding of the day-to-day administration of office practices from a facility management perspective. This Facility Office Policy addresses issues relating to office space, including assignments, moves, windows and doors, electrical and other personal items, furniture, ergonomics, common areas, and security.

It is the EMCBC's goal to adhere to Executive Order (EO) 13423, "Strengthening Federal Environment, Energy, and Transportation Management" and EO 13514, "Federal Leadership in Environmental, Energy, and Economic Performance." This policy will serve as a guide to ensure implementation of these goals at the EMCBC.

This Facility Office Policy has been reviewed and approved for implementation by the EMCBC Director and Assistant Directors. The guidelines set forth pertain to all Federal and Contractor employees working at the EMCBC locations.

2.0 Scope & Applicability

The Facility Office Policy is designed to be a simple, consistent, and easy to use resource for the aforementioned routine processes within the EMCBC. It is applicable to all EMCBC offices located in the Greater Cincinnati metropolitan area.

3.0 General Information

3.1 Office Assignments:

Each EMCBC Office (e.g., the Office of Contracting (OOC) or the Office of Technical Support and Asset Management (OTSAM) is assigned a number of office spaces. Office space assignment needs are determined by the Assistant Director (AD) of that Office and

shall be requested in writing, approved by the Office of the Director, and coordinated through the AD for OTSAM or his/her designee.

3.2 Cabinets:

Personnel shall not place any items weighing over 20 lbs. nor more than five and a half inches away from the wall on top of the overhead hanging cabinets that are mounted above the desk.

3.3 Doors:

All offices shall have doors with locks. Personnel shall lock office doors when their office will be left unattended for extended periods of time, and when leaving at the end of his/her tour of duty. Sensitive material should also be locked in cabinets during overnight hours or other periods of absence from the office. Cleaning crews will unlock doors at night to clean and then relock them when they are finished. However, secured suites are prohibited to cleaning crews at all EMCBC offices. In secured suited, staff should place trash cans outside of the suite for pick up, and if cleaning is needed, staff should contact the Facility Office Coordinator.

3.4 Keys and/or Suite Codes:

Office door keys are assigned and logged by OTSAM's Security Specialist(s). If an employee should lose a key, he or she shall report it immediately to the OTSAM Security Specialist. If an employee should lose a desk key, a replacement may be obtained through the OTSAM Facility Coordinator or designee. Personnel shall return door keys to the Security Specialist when moving offices, changing duty locations, or leaving Federal Government and shall leave coordinating desk/office keys in the desk drawer for the next occupant. Staff reporting to Boggs and 175 Tri-County will be given codes to gain access to office suites, not keys.

3.5 Windows:

3.5.1 Window Ledge Items:

Items placed near or around windows should not impede the closure of the blinds and maintain enough space for proper cleaning.

3.5.2 Sidelight Windows:

Occupants should be visible through the office door sidelight windows, unless there is a need for a privacy blind, which shall be requested by the Office AD and approved by OTSAM. Nothing is to be placed around the windows, next to the office doors, and should not be blocked by furniture items.

3.5.3 Blinds:

If blinds are opened during the day to conserve energy on lighting, personnel should remember to close them at the end of the day. Window blinds on the exterior walls may be used to reduce the radiant heat caused by sunlight during the day. During the warmer seasons of the year, the cleaning staff may be instructed to close the blinds at night to conserve energy after normal work hours and on weekends.

3.5.4 Window Cleaning:

A cleaning service will wash the interior windows two times per year. The Facility Coordinator will send an email in advance of the window cleaning schedule. If personnel have items on their window ledge, they should remove them during the window cleaning period. It is not the responsibility of the cleaning service to ensure the safety of those items.

3.6 Lights:

Personnel that are going to be out of their office for a period of time longer than 20 minutes should turn off their lights and other electrical equipment to help conserve energy. Some areas, such as the kitchen areas, are equipped with motion sensors to turn off the lights when vacant. The use of motion sensors supports the Department of Energy's Sustainability Policy. Personnel should follow instructions provided by the Office of Information Management in regards to personal computer shut down requirements.

3.7 Extension Cords:

With the exception of 'power strips' or 'surge suppressor strips' which are equipped with their own internal circuit breakers, extension cords may only be used on a temporary basis. Use of extension cords on a regular or permanent basis is a violation of the State Fire Code. Extension cords may only be used for a temporary, immediate use while the user is present. When utilized on a temporary basis, extension cords must meet the following criteria: minimum of four feet in length and a minimum of 12 gauge wire, with a polarized plug and receptacle, grounded terminals, in compliance with ANSI/NFPA70, or UL rated. Residential type, light duty extension cords, shall not be allowed to be used at any time in the building. Extension cords and power strips shall not be used in tandem.

3.8 Small Electrical Appliances**3.8.1 Hot plates, Toasters, Toaster Ovens, Grilles and Microwaves**

Hot plates, toasters, toaster ovens, grilles and microwaves may not be used in private offices or workstations (cubicles). Such devices may be used only in a

properly equipped and approved break area or designated kitchen space. EMCBC's use of approved break areas or kitchen areas supports the Department of Energy's Sustainability Policy, in reducing energy consumption by using centralized facilities. Devices in kitchens and break areas must be plugged into rated wall outlets only.

3.8.2 Coffee Makers

Coffee makers which are equipped with a hot plate to keep coffee warm may not be used in a private office or workstation (cubicle). These types of coffee makers may be used only in a properly equipped and approved break area or designated kitchen space. With the approval of the Facility Coordinator as evidenced by an 'approved-for-use-tag', personal coffee makers (four cups or less) that do not incorporate a hot plate may be used in a private office or workstation.

3.8.3 Refrigerators

Refrigerators shall be located in a properly equipped and approved break area or designated kitchen space. All refrigerators must have a 'UL Approved' label and must also have an 'approved for use' tag from the Facility Coordinator. Refrigerators must be plugged into regular wall outlets only. All refrigerators regardless of size are prohibited in private offices and cubicles. In the event a personal refrigerator is needed for medical reasons, personnel should request approval from their Assistant Director.

3.8.4 Space Heaters:

Building policy prohibits the use of space heaters (or heater/fan combination) in private offices and cubicles due to office floor space limitations or accessibility, tripping/falling hazards, and fire issues. Portable electric space heaters of any type or design can create significant fire hazards and consume excessive amounts of electricity, and for those reasons are prohibited in all EMCBC managed facilities. If personnel have a medical condition requiring additional heat that the building cannot provide through central heating, ventilation and air conditioning (HVAC), they may request to have a heater placed in the ceiling.

3.8.5 Fans:

The building policy prohibits use of large fans that rest on the floors of private offices or cubicles due to office floor space limitations and accessibility, tripping/falling hazards, and fire issues. Personnel may, however, use a small desktop fan. Personal sized fans (8" or less blade diameter) are permitted in offices and workstations (low wattage fans may be plugged into power strips pending evaluation of total wattage of items plugged into the power strip).

3.8.6 Thermostats in Rooms:

Personnel shall not manipulate thermostats in any area. The HVAC is centrally controlled, and thermostats do not necessarily control the temperature in an individual's office. Personnel who are uncomfortable should submit a Maintenance Request through the EMCBC services page or contact the Facility Coordinator.

3.9 Office Appearance

3.9.1 Cleaning:

A cleaning service is contracted with the building to regularly clean offices on a daily basis. Any conference or meeting areas used must be reorganized and cleaned after usage, including turning off lights and appliances. If cleaning is required immediately, or in a secure area, contact the Facility Coordinator or Alternate.

3.9.2 Office Decor:

All items shall be hung in such a manner that they will not be a safety hazard. The employee's AD shall have the final determination on questions of whether personal items constitute offensive or questionable material and are therefore not permissible.

3.10 Office Furniture:

A typical EMCBC office at 250 E. 5th Street will be equipped with:

- One desk
- One two drawer lateral file cabinet
- One three drawer "box" file
- Two guest chairs
- One task chair
- Three overhead cabinets
- One personal computer
- One desk phone

3.10.1 Requests for Additional Furniture:

Requests for additional furniture should be directed to the employee's AD.

3.10.2 Accessible Work Areas:

- The workspace shall be large enough to accommodate wheelchair users (36" aisle width between workstations).

- Distances between entrances, work areas, restrooms, office equipment, and other common facilities shall be minimized.
- The work area shall be at least 36" wide for a clear path of travel.
- Objects hanging lower than 80" above the floor or protruding more than 4" from the walls shall be removed.
- The carpeting shall be non-absorbent without sculptured textures.
- The walls and floors shall maintain both color and brightness contrasts.

3.10.3 Viable Assistive Technology:

- Employees in need of viable assistive technologies shall request them through their AD. The AD shall seek approval through the Office of the Director, who shall consult with the Office of Human Resources and Office of Civil Rights and Diversity in accordance with the Reasonable Accommodation Procedure.

The procedure may be found on employees' desktops by clicking on the EMCBC Services Icon and selecting Management System Descriptions (MSD), Civil Rights, Diversity and Inclusion, Subject Area Equal Employment Opportunity.

3.11 Common Areas

3.11.1 Lighting in Common Areas:

Hall lights are to remain on during regular business hours.

3.11.2 Kitchen & Break Room:

Janitorial service provides general cleaning of this area daily; however, personnel should assist in the following:

- Disconnect electrical appliances such as blenders, coffee grinders, and coffee pots from the power source before cleaning.
- Store cleaning products separately from food products.
- Inspect electrical equipment regularly for defective or damaged cords or plugs. If defective, tag them as "out-of-service" and report them to Supervisor.

3.11.3 Vending:

The Ohio Rehabilitation Services Commission is responsible for maintaining and stocking the vending machines. Employees should contact the Facility Coordinator if there are questions.

3.11.4 Clean Up:

EMCBC personnel are all responsible for the cleanup of the common areas. All garbage, trash, boxes, etc. are to be placed in the trash cans or recycle bins. Personnel should leave nothing in common areas when they leave. Anything left is considered trash and may be disposed of.

Break Rooms

- Any dishes or utensils used should be cleaned and put away immediately.
- Personnel should clean up any spills as soon as possible. If staining occurs, contact the Facility Coordinator immediately.

Refrigerators

- Any perishable food in the refrigerators not eaten by Friday will be subject to discard.
- Clean up any spills immediately.
- Label any food put in the refrigerator.
- Store food properly. Keep food items covered.
- Medical items should be clearly labeled with the owner's name and clearly identified as medicine.

Microwave

- Clean up any spills immediately.
- Use a cover when microwaving anything that might splatter.
- If food splatters in the microwave, clean it up.

3.12 Recycling:**3.12.1 Receptacle Location:**

There are receptacles in the break room and kitchen area marked for paper, aluminum/steel and plastic/glass. Personnel should rinse recyclables and discard them in the appropriate containers.

3.12.2 Office Containers:

Each office is equipped with a side office paper recycling box. Personnel should place all acceptable recycling items (see list below) in their recycle container at their desk. Personnel should periodically empty their container into the larger bins in the break rooms and halls, which will then be emptied by maintenance.

3.12.3 Recyclable Office Waste Includes:

- Acceptable paper products:
 - White ledger paper (computer, copy machine, and typewriter paper, white ledger pads, adding machine tape)
 - News quality paper (newspaper, phonebooks, wide-lined news print)

- Folders (manila, colored and coated folders)
- Mail (letters, brothers, advertisements, magazines)
- Correspondence (legal pad paper, colored paper and message sheets, self-adhesive notes, index cards, fax paper)
- Envelopes (with or without windows, with labels, colored and coated)
- Computer paper
- Business forms, including carbonless forms
- Brown Paper (brown envelopes, brown grocery bags, cereal boxes, beverage cartons, grey cartons and clean pizza boxes without grease)
- Cardboard Boxes (broken down into 3 feet by 3 feet sections)
- Post-It-Notes, any color
- NOTE: Personnel need not remove paper clips or staples
- Acceptable plastic materials:
 - Plastic bottles number 1 (PETE): soda, water, shampoo, and other small mouth bottles
 - Plastic bottles number 2 (HDPE): milk, detergent, and other small mouth bottles
 - NOTE: Additional plastics may be acceptable in certain locations
- Acceptable metals:
 - Aluminum cans (beverage and food cans)
 - Steel cans (soup, food, and aerosol cans)
- Acceptable glass:
 - Glass bottles and jars (clear, brown, blue and green)
 - Rinse and remove lids before recycling
- Batteries
 - Battery recycle bin is located in the Help Desk office of the Office of Information Resource Management (OIRM)

3.12.4 Non-Recyclable Office Waste:

- Unacceptable paper materials:
 - Text Books (the glue binding contaminates the paper)
 - Candy Wrappers (candy and sugars contaminate the paper)
 - Dirty plates, cups, and napkins (food particles contaminate the paper)
 - Carbon paper, waxed paper
 - Facial tissues and paper towels
 - Sensitive information (including, but not limited to, personally identifiable information, procurement sensitive information and

official use only documents; these items must be shredded prior to disposal)

- Blueprint paper
- Unacceptable plastic materials:
 - Oil jugs
 - Plastic plates, cups, and utensils
 - Plastic bags (i.e. grocery bags)
 - Toys
 - Film containers
- Unacceptable metals:
 - Scrap metal (except at Rumpke Recycling buy-back centers)
 - Pots and pans
 - Coat hangers
 - Paint cans
- Unacceptable glass:
 - Window glass
 - Drinking glasses
 - Fish tanks
 - Light bulbs
- Rubber bands, plastic spirals
- Cardboard backings
- Metal, string, paper cups, wood

3.12.5 Sensitive Information Collection/Destruction/Recycling:

All floors are equipped with locked containers for collection, destruction and recycling of sensitive non-record information. These containers are collected monthly by a certified destruction contractor and the contents are shredded on site and witnessed by EMCBC personnel.

3.13 Electrical

3.13.1 Safety:

Personnel should inspect electrical cords and their connections before using. Personnel should remove plugs from outlets before any mechanical or electrical adjustments are made. When using electrical extension cords, check that the wattage labeled on the appliance or equipment does not exceed the wattage limit labeled on the cord. Do not use electrical equipment in a wet environment. Do not plug one extension cord into another. Never drive, drag, or place objects over an electrical cord or walk on it.

3.13.2 Outlets:

Personnel should be sure to never overload the electrical outlets in their offices. Some older offices only come equipped with two or three outlets so be sure not to overload them. If there are questions regarding overloading of outlets, personnel should contact the OTSAM Federal Occupational Safety and Health (FEOSH) coordinator.

3.14 Parking: Internal Process for 250 East 5th Street Facility Parking Garage Use

3.14.1 Availability:

The DOE has been allocated 53 parking spaces in the Garage, including an additional three spaces that are reserved for Government Services Administration vehicles. Personnel shall enter into the Garage via 5th Street or Sycamore Street.

3.14.2 Waiting List:

In an event that no parking spaces are available, a waiting list will be developed. Personnel should contact Facility Coordinator or designee to be added to the waiting list. Should a space become available, the next person on the waiting list, in order of priority, will be contacted. Individuals with documented disabilities will have precedence.

3.14.3 Space Available:

Should a space become available, one week will be allowed to contract with Standard Parking to reserve a parking space. If parking is not reserved within one week, personnel will be automatically moved to the end of the waiting list, unless otherwise instructed. Contact will be made via official email only.

3.14.4 Alternate Spots:

It is possible to be placed on a waiting list for monthly parking that the Garage has for other than DOE designated slots. To inquire about these spots, personnel should contact the Garage manager directly at 513-381-2464.

3.15 Bicycles and Motorcycles

3.15.1 Bicycle Rack:

A bicycle rack is available inside the 250 East 5th Street Parking garage directly in front of the attendant booth. The building strictly prohibits bikes from being brought inside the building. Bicycles can be parked in the building garage free of charge.

3.15.2 Safety Precautions for Cyclists:

If using the bike rack in the parking garage, take caution when entering and exiting the garage. The bike rack is set up so that it is possible to enter/exit the area with the flow of ongoing traffic.

3.15.3 Motorcycle:

Parking for motorcycles is available in the parking garage in one of the two spaces located next to the bike rack. A monthly parking pass is needed.

3.16 Safety

3.16.1 The Federal Employee Occupational Safety and Health (FEOSH) Program

The Federal Employee Occupational Safety and Health (FEOSH) Program for the EMCBC can be found on employee's desktops by clicking on the EMCBC Services Icon and selecting Policies, Procedures and Plans. The MSD is Safety and Health, SAD is Integrated Safety Management System (ISMS) Description, document number is PP-OTSAM-440-01. The FEOSH Coordinator is located within OTSAM and should be contacted for any workplace safety questions or concerns.

3.16.2 Office Closure:

The local inclement weather policy may be found on employees' desktops by clicking on the EMCBC Services Icon and selecting Management System Descriptions (MSD), Safety and Health MSD, and SAD – Emergency Management & Continuity of Operations, and the document number is PO-OTSAM-151-04, which is under construction. Personnel may call 513-246-0500 to receive a message concerning the office status during severe weather.

3.16.3 Emergency:

In the event of an emergency it is the employee's responsibility to:

- Know the proper response to alarms
- Be knowledgeable of the Occupant Emergency Plan (see PP-OTSAM-150-01)
- Know the location of emergency exits, fire extinguishers, fire alarm pull stations and Evacuation Assembly areas
- Ensure that personal emergency contact information is kept up to date
- Notify supervisor of any special needs or health conditions

Employees shall participate in all fire and emergency drills.

3.17 Security

3.17.1 Visitor Procedure:

PP-OTSAM-470-08, for the 250 E. 5th Street Facility Security Plan, PP-OTSAM-470-09 the 175 Tri-County Facility Security Plan, and PP-OTSAM-470-08 the Boggs Lane Facility Security Plans are all Official Use Only (OUO). See the Security Officer. All visitors are required upon entering the building to sign in and receive a visitor's badge. Visitors at the 250 E. 5th street location are required to report to the 5th floor, where they must contact an EMCBC employee to gain physical access. Visitors at Boggs and 175 Tri-County are issued visitor badges by federal and contractor staff located at those facilities. A visitor must be accompanied by an EMCBC staff member.

3.17.2 Badge and key card:

- **Access Control and Security Badges:** Refer to PP-OTSAM-470-08, EMCBC Facility Security Plan (OUO), and contact the OTSAM Facility Security Officer for further information.
- **Wearing Badge:** See PP-OTSAM-470-08, 250 E Fifth Street Facility Security Plan. Personnel issued a badge by the EMCBC are expected to wear their badge between the waist and shoulder when not at their workstation while in the EMCBC, and to remove or otherwise conceal their badge when they leave the EMCBC.

3.17.3 250 E 5th Street Building Hours:

The official building hours are 6:00 AM to 6:00 PM Monday through Friday, and Saturdays 9:00 AM to 1:00 PM. Other than these hours, the building is officially closed. For after-hours access, see Section 3.17.5.

3.17.4 Boggs Lane & 175 Tri-County Building Hours:

The official building hours are 7:00 AM to 6:00 PM Monday through Friday. Other than these hours, the building is officially closed. Contact the Facility Coordinator of the 175 Tri-County and Boggs Lane locations for access codes.

3.17.5 After Hours:

When the building is closed, all individuals are required to check in at the lobby security console and present their DOE badge and sign-in. Access codes are required to operate the elevators at the 250 East 5th Street facility when the building is closed. Codes may be obtained from security personnel at the lobby console. If personnel are on an EMCBC floor when the building is closed, no codes are needed to go to the lobby.

3.17.6 Forgot codes:

If arriving before 6:00 AM and an employee has forgotten the access codes, they should present their DOE badge to the associate at the lobby security console. Security will take the elevators off code. This may take a few minutes to arrange. Employees shall not share these codes with anyone other than fellow EMCBC personnel.

4.0 Responsibilities

4.1 Facility Management – Facility Coordinator

The OTSAM Facility Coordinator is the point of contact for items related to the facility. Employees may contact any Real Property Team member to find out who is assigned the role for coordinating facility management items in a respective facility. Upon request, the Facility Coordinator will contact the appropriate OTSAM staff to complete inspections, approve devices acceptable for use and send notice of any/all items that do not comply with facility policy and guidance. Any devices considered outside the guidelines of this policy, or which have not been approved as acceptable for use by the building management office, or that present a potential hazard to the facility or its occupants will be removed immediately and without any prior notice to the owner by the Facility Coordinator, FEOSH Coordinator or other appropriate personnel. The Facility Coordinator will send an e-mail to notify the owner of the removal and where the device can be claimed by the owner for removal from the facility.

4.2 EMCBC Director and Assistant Directors

The EMCBC Director and Assistant Directors are responsible for the oversight and implementation of this policy. (Assistant Directors will be responsible for generating a rotating list of personnel to clean the kitchens on their floors if the cleanliness of these areas is not maintained.)

4.3 EMCBC Personnel

EMCBC personnel are responsible to be knowledgeable of and to comply with this policy and to notify their supervisor of any special facility-related needs to assist in the performance of their work.

5.0 Definitions – See Master Definitions List located at the top of the MSD Home Page

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Local Facility Office Policy

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

<u>Rev. No.</u>	<u>Description of Changes</u>	<u>Revision on Pages</u>	<u>Date</u>
0	Initial Document	All	10/21/2015